

National Gallery of Art

Volunteer Internships, Research Assistantships, and Apprenticeships

In addition to the National Gallery of Art's paid internships and fellowships, a number of volunteer internships, research assistantships, and apprenticeships are available. Volunteers work in various Gallery departments, supervised by a curator or other department head. Interns contribute to ongoing Gallery projects and programs and are invited to participate in the museum seminars that introduce the staff, departments, programs, and functions of the Gallery. Research assistants and apprentices concentrate on specific projects and do not attend the museum seminars.

Eligibility

Volunteer positions are open to graduate students currently enrolled in a degree program and to recent recipients of a relevant advanced degree. Preference will be given to graduate students with funding from another granting institution or agency (such as Fulbright). For postgraduate participants, the master's degree must have been conferred within one year and the doctoral degree must have been conferred within two years of the proposed start date.

Application Instructions

Please fill out this form completely. Your application packet must include six copies of this form, six copies of your full résumé or cv, six copies of a writing sample (approximately twenty pages), six copies of all academic transcripts (see Web site for instructions), and three letters of recommendation. Please mail to: Department of Academic Programs, Division of Education, National Gallery of Art, 2000B South Club Drive, Landover, MD 20785. Should you have any questions regarding the application requirements, please check the Web site or contact the Department of Academic Programs by telephone, (202) 842-6257, or e-mail, intern@nga.gov.

Complete application packets must be **received by** the deadlines published on the Web site. Late applications will not be considered.

National Gallery of Art

Application for Volunteer Internships, Research Assistantships, and Apprenticeships

1. Last name, first name, middle name or initial

2. Addresses:

Current

Permanent (if different from current address)

3. What do you consider your home state or country?

4. Phone numbers:

Current address

Permanent address (if different from current address)

Cell phone

5. E-mail address

6. What is your outside source of funding?

7. Please indicate the term you wish to begin; your proposed end date; and if you are applying for a full-time (40 hours per week) or part-time (at least 24 hours per week) position.
8. Will you be receiving university credit for this internship? Students receiving academic credit are responsible for making appropriate arrangements with their institutions.
9. Please check the circles below for the areas in which you are qualified to work.

Exhibition Design:

- ☐ Installation
- ☐ Lighting
- ☐ Silkscreen

Curatorial:

- ☐ American Paintings (to early 20th century)
- ☐ British Paintings
- ☐ French Paintings (19th century)
- ☐ Italian Renaissance Paintings
- ☐ Northern Baroque Paintings
- ☐ Northern Renaissance Paintings
- ☐ Spanish Paintings (Renaissance to 19th century)
- ☐ Modern and Contemporary Art
- ☐ Sculpture and Decorative Arts (Middle Ages to early 20th century)
- ☐ Old Master Drawings
- ☐ Old Master Prints
- ☐ Photographs
- ☐ Modern and Contemporary Prints and Drawings

Conservation:

- ☐ Paintings
- ☐ Objects
- ☐ Paper
- ☐ Photographs
- ☐ Scientific Research

Education:

- ☐ Adults
- ☐ Children
- ☐ High School
- ☐ Families
- ☐ Teachers and Schools
- ☐ Education Publications
- ☐ Elderhostel

Library:

- ☐ Reader Services—Reference and Circulation
- ☐ Photo Archives
- ☐ Rare Books
- ☐ Slide Library

- ☐ Film Programs
- ☐ Digital Imaging
- ☐ Art Law
- ☐ Copyright Law
- ☐ Gallery Archives
- ☐ Security
- ☐ Architecture
- ☐ Horticulture

External Affairs:

- ☐ Development and Fundraising
- ☐ Press Office
- ☐ Music

10. College/university history:

Bachelor's degree

Institution

Major(s)

Senior thesis title (if applicable)

Date degree awarded

Master's degree

Institution

Major(s)

Thesis title

Date degree awarded

If you are currently a graduate student, which requirements do you still need to complete?

Doctoral degree

Institution

Major area

Have you passed your qualifying exams? When?

Have you passed your language exams? When?

Are you advanced to candidacy?

Are you writing your dissertation? What is the title?

When do you plan to defend?

11. List foreign languages you know and your proficiency in each (fluent, reading, speaking). If English is not your native language, please indicate your speaking, writing, and reading level.

12. Awards and honors received (list most recent first)

13. List most recent internships and employment (list most recent first). Please indicate if you received course credit for any of the internships listed, if the internship was a requirement for your degree, or if employment was part of a work-study program.

14. How did you learn about this internship?

- ☐ professor
- ☐ former intern
- ☐ *Aviso*
- ☐ university career center
- ☐ CAA online
- ☐ academic advisor
- ☐ NGA Web site
- ☐ other_____

15. Please write a letter (single-spaced, about five hundred words) to the selection committee stating your reason for participating in the museum training program at the National Gallery of Art *at this point in your education or career*. Describe 1) what you hope to achieve from the experience, 2) what you believe you can contribute to the department(s) in which you are interested, and 3) how such an experience might further your education and career goals. Attach a separate sheet if necessary.